



U.S. Army Combined Arms Center Training

Date:



AMERICA'S ARMY

OUR PROFESSION - STAND STRONG

Kick-Off Information Briefing

Task Order Title

Training Support Service (TSS) Enterprise Mission
Support Services Contract

Task Order 00XX-00XX Kick-Off Information Briefing

TIME:

DATE:

LOCATION:



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Training Support Services Office (TSSO), Army Training Support
Center (ATSC) Trusted Agents:

▪ POC Trusted Agent - TSS Contract

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1. Task Order Program Manager/Security Manager provides a list of employees requiring CACs to the On-Site COR (OSCOR) and the TSS Trusted Agent (TA).
2. The OSCOR reviews the list and in-processes the applicant through their local security office. The OSCOR submits the "cleared list " from their security office to the TSS TA. This list confirms that the Contractor is cleared to perform work on the installation or facility.
3. The "Contractor" Security Manager/Program Manager completes the Personnel Security Investigative Portal (PSIP) Form for each Contractor and e-mails the form to the TSS TA.



4. The TSS TA reviews both the “cleared list” and PSIP Form to ensure they match. Then the TSS TA submits the information from the PSIP Form into the Trusted Associate Sponsorship System (TASS) and generates an application.
5. TSS TA provides the “Contractor” Security Manager/Program Manager with the applicant’s User Identification (USID) and password.
6. The applicant contacts the “Contractor” Security Manager/Program Manager for USID and password and logs in TASS to verify his/her application information.
7. The TSS Trusted Agent approves the information in the TASS. The applicant can then proceed to the nearest RAPIDS ID Issuance facility to obtain his/her CAC.





- The Contractor shall bill the Government on a monthly basis by:
 - submitting a MSR for each Task Order (TO)
 - Submitting an Invoice in the Wide Area Work Flow (WAWF) System.

- The MSR shall be sent electronically to the On-Site COR and the Mailbox listed below no later than the 18th of the following month.

usarmy.jble.CAC.mbx.atssc-tss-contracts@mail.mil





- The MSR shall list the following Items as a minimum:
 - 1) MONTH
 - 2) STATUS
 - 3) CONTRACTUAL INFORMATION
 - 4) FISCAL STATUS
 - 5) STATUS OF ACTION ITEMS
 - 6) ISSUES
 - 7) RISKS



As the designated OSCOR, your duties and responsibilities are as follows:

- Provide technical guidance to the Contractor on the requirements as set forth in the TO. Any issues between yourself and the Contractor must be brought to the attention of the TSS COR immediately. The TSS COR will work with the Contracting Officer (KO) to resolve issues.
- Review Contractor MSR and provide a signed/dated 1st page to usarmy.jble.CAC.mbx.atssc-tss-contracts@mail.mil or Fax: (757) 878-4508, within 48 hours of receipt.





- Notify the TSS COR immediately if it appears the Contractor is changing the scope of the contract or delivery schedules.
- Act as liaison between the TSS COR and the Contractor. Forward all questions, comments, requests for additional information on contract content, deliverables, etc., to the TSS COR.
- Conduct inspections/surveillance and accept supplies or services specified for this TO.
- Systematically monitor the Contractor's efforts to ensure the technical requirements and intent of the TO is on schedule.



- Promptly reject, in writing, all work that does not comply with TO requirements. Notify the Contractor in writing and copy furnish the TSS COR. Ensure the Contractor takes the appropriate corrective action to resolve the discrepancies.
- Authorize the Contractor to travel if allowed by the referenced TO and if adequate travel dollars are available. This authorization must be in writing.
- Notify the TSS COR and TA upon notification of the Contractor's change of status, i.e., termination, retirement, or contract expiration. Retrieve the Contractor's CAC and return it to the nearest RAPIDS/ID Card site for proper disposition. These procedures are necessary to track and ensure quality assurance for the Contractor's CAC information stored in the Trusted Associate Sponsorship System (TASS) database. Upon notification to the TSS COR and TA, the Contractor's CAC status will be revoked in TASS after confirmation from the Prime Contractor and On-site COR.





- You are not authorized to make any agreement(s) or commitment(s) involving a change in price, quantity, quality, place of performance, or delivery schedule.
- If you have a change in duty station or assignment which will prohibit you from carrying out your designated OSCOR duties, request you advise the TSS COR at least 30 days prior to the effective date of change and provide a recommendation for another individual as your successor.
- This designation shall remain in effect during the life of the TO, unless specific circumstances dictate earlier revocation. Authority as OSCOR is not transferable.





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Questions

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